



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>1/23/1974</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received <b>JAN 24 1974</b>		Application No. <b>74-33</b>		Date Completed <b>JAN 29 1974</b>	
2. Agency Application No. <b>EDP-7</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Environmental Protection Division, Water Supply Section 303 Health Building, 47 Trinity Avenue Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Robert Byers</b>		5. Working Title <b>Director, Water Supply</b>		6. Tel. No. <b>656-4807</b>	
7. ACTION REQUESTED <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series <b>1959-date</b>			9. Exact Series Title <b>WATER SOURCE MAP FILE</b>						
10. What is the function of the office in which this record series is created?  The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to: the location of public water sources and water distribution points in each Georgia county.  Included are: maps of each Georgia county on which are plotted the public water sources and water distribution points within the respective county.  File is arranged: alphabetically by county.									
ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1	1½			0			
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
						This Year's	Last Year's	Preceding Year's	All Prior Years'
				AVERAGE DAILY REFERENCES		2	2	2	2

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |  | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? <span style="float: right;">(see below)</span> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. REQUIREMENTS. The following requires the files to be kept Permanently.

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

This record series is used by agency personnel to help remedy emergency situations which endanger the public water supply such as pollution or poison. The records are also consulted to inspect water systems, identify potential water supply problems when highway, residential, or industrial construction is planned in a county, and to plan for future water distribution systems.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER (see below), then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Hold in current files area until superseded, obsolete or no longer needed for reference; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Dean</i>	1/23/74	<i>William M. Dean</i>	1/23/74
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dean</i>	1-28-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	1-28-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hill</i>	1-29-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS  
COMMITTEE